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## HOW TO ADD YOUR CONTACTS LIST TO GMAIL: CONTACTS IMPORT MADE EASY

Gmail is, for most of the time, quite simple to use. However, managing and

in your Gmail app/desktop.

This guide will show you how to import contacts from Outlook or iOS.

### How Can I Add Contacts To My Gmail Account:

People assume that Gmail contacts are saved in Gmail. However, this is not the case.

Google Contacts is the dedicated app for contact, just as there are separate Google apps for spreadsheets, documents, and scheduling.

You can view your contacts in the Gmail draft windows, but you can't create or manage them directly from Gmail.

You can do this in Google Contacts. To reach it, go to contacts.google.com. Or click the "Google Apps" icon (nine dots on a grid of 3X3 pixels) in your Gmail homepage screen.

### Add A Single Contact

Open Google Contacts

Click "Create Contact".

Complete the fields with relevant information for the person/organization and then click "Save".

# Make Contacts With The Most Frequently Used Emails

Google/Gmail stores contact information for organizations and people vou

communicate with frequently, even if they haven't set up a contact.

These contacts can be found in the "Frequently Contacted" tab of Google Contacts

Click on the contact to highlight it. "Add to Contacts" icon will appear in the right corner of your screen. Clicking the icon will add them to your contact list.

### How To Create Contacts On A Mobile Phone (iOS or Android,

Android/Google Phones: You can use the contact app that came with your Android/Google Phone's operating system. It's the same as Google Contacts, so you don't need to connect them. (Unless you have never signed in since you received your device).

Google Contacts is not available in the App Store for iPhone. You'll need to sign in to your Google Account from your mobile browser. Then, manage your contacts the same way you do on a desktop.

# How To Import Contacts In Gmail

What is better than creating contacts one by one and then entering data fields over the course of a day?

Importing hundreds upon hundreds of contacts simultaneously, automatically filling in names, email addresses and phone numbers

You can do it with two types of files that are rather boring, CSV (Comm. Separated Values) and VCF/vCard.

CSVs can be thought of as an alternative to spreadsheets, which are uniquely suited for storing and transferring contact data.

VCF files are digital business cards. VCF files are also known as vCards, which is short for virtual card.

There is more to these files than that. However, you don't have to be an expert in them to make them work correctly.

### How Can I Import My Contacts From CSV or VCF Files

It is easy to import contacts using CSV/VCF files

- 1. Go to Google Contacts
- **2.** In the side menu (left corner of your screen), click "Import".

You can also import contacts into an existing email group or create a new one. While this is a great way to organize, it's not necessary. It can be done later.

- 3. You can choose a.csv file or.vcf from your computer.
- 4. To complete the process, click "Import"

The main tab "Contacts" will display your new contacts, along with a new label named for the date they were imported.

You also have the ability to cancel any contacts you've imported in error You can edit or **delete any data fields in Gmail that aren't correct**.

### How To Export Contacts List From Outlook and iOS

# How To Export Contacts List From Outlook For Use With Gmail

Google, Apple, Microsoft, and others had not previously been able to cross-compare their address books. For example, to import contacts from Outlook into Gmail, you would need to create a CSV file that has the correct type of encoded.

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Gmail won't allow you to view a CSV file that you have created in haste. You contacts will need to be corrected.

Although there are still some hiccups with exporting important contacts between different email clients, it is now much simpler.

You can create a CSV file, download it, then import it to Gmail.

#### Here's how it works:

- 1. Open Outlook.
- 2. You can access your contacts via the left-side menu.
- 3. Click "Manage" in the upper right corner of your screen and then "Export".

All your contacts will be automatically downloaded to your computer in a CSV

You can import them to Google Contacts by following the instructions above.

# How Can I Export My Contacts From iOS to Gmail

You're not the only one who loves Apple devices, and is also a Google Account user. Apple and Google are both the most used companies for mobile phones and email/documents apps.

The realm of contacts is one of the few areas where Apple devices and Google accounts can't mix. You can't manage Google contacts using your iPhone's Google Contacts app.

Even more confusing is the fact you cannot export contacts with your iPhone You have to use your computer to do so.

These steps will allow you to export your iPhone contacts in order to use them with vour Google Account. You must ensure that your contacts are synced with iCloud before you export them. These steps assume you've done it before. If you don't or don't know how to do this, click here.

- 1. You have to Sign-in icloud.com with your Apple IL
- 2. Choose "Contacts" from the iCloud home screen
- 3. Click on the "Setting" icon at the bottom of your screen. Next, select "Select all":

Click on the contact photos to select individual contacts

4. Next, click the "Settings" icon and then click "Export VCard".

All your iOS contacts will automatically be downloaded to your computer in a.vcf format, ready for use with Google Contacts.

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